

**INDIVIDUAL MOTION PRACTICES OF
JUDGE SANDRA L. TOWNES
United States District Court
225 Cadman Plaza East
Brooklyn, NY 11201
Telephone: 718-613-2160**

Unless otherwise ordered in a specific case, matters before the Court shall be conducted in accordance with the following practices:

I. *Communications with Chambers*

A. *Docketing, Scheduling, or Calendar Matters*

For docketing, scheduling or calendar matters, call 718-613-2165.

B. *Request for Adjournments or Extension of Time*

All requests for adjournments or extensions of time must be in writing and state: (1) the original date, (2) the number of previous requests for adjournment or extension, (3) whether those previous requests were granted or denied, and (4) whether the adversary consents, and, if not, the reasons given by the adversary for refusing to consent. If the requested adjournment or extension affects any other scheduled date(s), proposed revised date(s) must be provided. If the request is for an adjournment of a court appearance, absent an emergency, it shall be made at least forty-eight (48) hours prior to the scheduled appearance.

C. *Letters*

Except as provided above, communications with chambers shall be by letter, with copies simultaneously delivered to the Clerk of Court (see infra Part II (“Electronic Case Filing”)) and all counsel. Copies of correspondence between counsel shall not be sent to the Court.

D. *Telephone Calls*

Except as provided above, telephone calls to chambers are permitted only in emergency situations requiring immediate attention.

E. *Faxes*

Faxes to chambers are permitted only if prior authorization is obtained.

II. *Electronic Case Filing (ECF)*

All documents in civil actions shall be filed electronically. Orders will be posted electronically, and parties not registered on ECF will not receive them.

Questions regarding ECF registration, filing or training should be directed to Terry Vaughn or Marilyn Glenn at 718-260-2330. Attorneys should also refer to the Court's website at: http://www.nyed.uscourts.gov/CM_ECF/cm_ecf.html.

Hard copies of all papers filed electronically, including motions, letters, and stipulations, must be provided to chambers. All such papers must be clearly marked "Courtesy Copy" and indicate that the original was filed by ECF.

Parties filing voluminous or nontext exhibits shall only file hard copies.

III. *Motions*

A. *Motions Returnable*

Unless otherwise specified by the Court, all motions are returnable Friday morning.

B. *Pre-motion Conference Requests in Civil Cases*

For discovery motions, follow Local Civil Rules 37.3 and 6.4. For motions other than discovery motions, in all cases where the parties are represented by counsel, except habeas corpus/prisoner petitions and social security and bankruptcy appeals, a pre-motion conference with the court must be requested before making any motion pursuant to Federal Rule of Civil Procedure ("FRCP") 12 or 56, any motion for a change of venue, or any motion to amend a pleading pursuant to FRCP 15 where leave of court is required.

To request a pre-motion conference, the moving party shall submit a letter not to exceed three (3) pages in length setting forth the basis for the anticipated motion. A Rule 56.1 statement should be attached to this letter. All parties so served must serve and file a letter response, not to exceed three (3) pages, within seven (7) days from service of the notification letter. Service of the letter by the moving party within the time requirements of FRCP 12 shall constitute timely service of a motion made pursuant to FRCP 12(b).

In many cases, it will be apparent from the letter requesting a pre-motion conference that such a conference will not be a useful expenditure of the parties' time, and a motion schedule will be set (or the parties will be directed to set one) without convening a pre-motion conference.

Note that these provisions do *not* apply to motions other than those specifically enumerated. For example, letters requesting pre-motion conferences do not apply to motions pursuant to FRCP 50, 59, and 60, and counsel should be aware that the Court of Appeals will not accept an argument that compliance with district court motion rules should excuse noncompliance with Federal Rule of Appellate Procedure 4. See, e.g., Camacho v. City of Yonkers, 236 F.3d 112 (2d Cir. 2000).

C. *Courtesy Copies*

Courtesy copies of all motion papers, marked as such, shall be submitted to chambers. (See also supra Part II (“Electronic Case Filing”).)

D. *Memoranda of Law*

Unless prior permission has been granted, memoranda of law in support of and in opposition to motions are limited to twenty-five (25) pages, and reply memoranda are limited to ten (10) pages. Memoranda of ten (10) pages or more shall contain a table of contents. All memoranda of law shall be produced in a font of eleven (11) or higher and shall have one inch margins on all sides. All memoranda shall include a table of authorities.

E. *Filing of Motion Papers*

No motion papers shall be filed until the motion has been fully briefed. The notice of motion and all supporting papers are to be served on the other parties along with a cover letter setting forth whom the movant represents and the papers being served. A copy of the cover letter only is to be mailed to the assigned district judge and magistrate judge at this time.

Subject to court approval, the parties may agree on a briefing schedule. No changes in the approved schedule may be made without court approval.

The moving party shall be responsible for filing all motion papers. Such party is further obligated to furnish to chambers a full set of courtesy copies of the motion papers together with a cover letter specifying each document in the package. A copy of the cover letter shall be sent to the assigned magistrate judge and to opposing counsel.

F. *Oral Argument on Motions*

Where the parties are represented by counsel, oral argument will be held on all motions. The notice of motion shall state that oral argument will be “on a date and at a time to be designated by the Court.” The Court will contact the parties to set the specific date and time for oral argument.

IV. *Pretrial Procedures*

A. *Joint Pretrial Orders in Civil Cases*

Unless otherwise ordered by the Court, within sixty (60) days from the date for the completion of discovery in a civil case, the parties shall submit to the court for its approval a joint pretrial order, which shall include the following:

1. The full caption of the action.
2. The names, addresses (including firm names), and telephone and fax numbers of trial counsel.
3. A brief statement by plaintiff as to the basis of subject matter jurisdiction, and a brief statement by each other party as to the presence or absence of subject matter jurisdiction. Such statements shall include citations to all statutes relied on and relevant facts as to citizenship and jurisdictional amount.
4. A brief summary by each party of the claims and defenses that party has asserted which remain to be tried, without recital of evidentiary matters but including citations to all statutes relied on. Such summaries shall identify all claims and defenses previously asserted which are not to be tried.
5. A statement by each party as to whether the case is to be tried with or without a jury, and the number of trial days needed.
6. A statement as to whether or not all parties have consented to trial of the case by a magistrate judge (without identifying which parties have or have not so consented).
7. Any stipulations or agreed statements of fact or law which have been agreed to by all parties.
8. A list by each party as to the witnesses (fact and expert) whose testimony is to be offered in its case in chief, indicating whether such witnesses will testify in person or by deposition. Only listed witnesses will be permitted to testify except when prompt notice has been given and good cause shown.
9. A designation by each party of deposition testimony to be offered in its case in chief, with any cross-designations and objections by any other party.
10. (a) A statement of stipulated facts, if any;

- (b) A schedule listing exhibits to be offered in evidence and, if not admitted by stipulation, the party or parties that will be offering them. The schedule will also include possible impeachment documents and/or exhibits, as well as exhibits that will be offered only on rebuttal. The parties will list and briefly describe the basis for any objections that they have to the admissibility of any exhibits to be offered by any other party. Parties are expected to resolve before trial all issues of authenticity, chain of custody and related grounds. Meritless objections based on these grounds may result in the imposition of sanctions. Only exhibits listed will be received in evidence except for good cause shown; and
- (c) All exhibits must be premarked for the trial and exchanged with the other parties at least ten days before trial. Where exhibits are voluminous, they should be placed in binders with tabs.

B. *Filings Prior to Trial in Civil Cases.*

Unless otherwise ordered by the Court, each party shall file fifteen days before the date of commencement of trial if such a date has been fixed, or thirty days after the filing of the final pretrial order if no trial date has been fixed:

1. On the Thursday before trial in jury cases, requests to charge and proposed voir dire questions. Requests to charge should be limited to the elements of the claims, the damages sought, and defenses. General instructions will be prepared by the court. When feasible, proposed jury charges should also be submitted in Word Perfect format either by email to Townes_Chambers@nyed.uscourts.gov (preferred) or on a 3.5" diskette;
2. By claim, a detailed statement regarding damages and other relief sought;
3. In nonjury cases, a statement of the elements of each claim or defense involving such party, together with a summary of the facts relied upon to establish each element;
4. In all cases, motions addressing any evidentiary or other issues which should be resolved in limine; and
5. In any case where such party believes it would be useful, a pretrial memorandum.